

When this option is disabled, Calc will detect and convert only decimal numbers. The rest, including numbers formatted in scientific notation, will be imported as text. A decimal number string can have digits 0–9, thousands separators, and a decimal separator. Thousands separators and decimal separators may vary with the selected language and region.

**Fields** – shows how your data will look when it is separated into columns.

*Column type* – select a column in the preview window and select the data type to be applied to the imported data.

- *Standard* – Calc determines the type of data.
- *Text* – imported data are treated as text.
- *Date* – imported data are treated as dates in the selected format – “DMY”, “MDY”, or “YMD”.
- *US English* – numbers formatted in US English are searched for and included regardless of the system language. A number format is not applied. If there are no US English entries, the Standard format is applied.
- *Hide* – the data in the column are not imported.

## Saving spreadsheets

For information on how to save files manually or automatically, see Chapter 1, Introducing LibreOffice, in the *Getting Started Guide*. Calc can save spreadsheets in a range of formats and also export spreadsheets to PDF and XHTML file formats; see Chapter 6 Printing, Exporting, E-mailing, and Signing, for more information.

## Saving in other formats

If you need to send files to users who are unable to receive spreadsheet files in Open Document Format (ODF) (\*.ods), which Calc uses as its default format, you can save a spreadsheet in another format.

- 1) Select **File > Save As** on the Menu bar, click the down arrow at the right of the **Save** icon on the Standard toolbar and select **Save As** from the drop-down menu, or press *Ctrl+Shift+S* to open the Save As dialog (Figure 9).
- 2) In *File name*, if you wish, enter a new file name for the spreadsheet and select the folder where you want to save the file.
- 3) In the *Save as type* field, select from the drop-down menu the type of spreadsheet format you want to use. If **Automatic file name extension** is selected, the correct file extension for the spreadsheet format you have selected will be added to the file name.
- 4) Click **Save**.